

CHICOPEE HOUSING AUTHORITY
Agenda for the
REGULAR MEETING OF THE AUTHORITY
To be held at
7 Valley View Court

April 7, 2010

Roll Call, Members of the Authority:

Call to order at: By:

Present:

Chester Szetela
Brian Hickey
Charles Swider
Bruce Socha
Tameika Raye'la Carter

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia Murry, Finance Director Denis Vermette, Maintenance Operations Manager David Dymek, Modernization Coordinator, Robert Kachinski, and Carmen Estrada, Recording Secretary.

2. Reading of the Minutes of the Meeting

3. Treasurer Report

4. Reading of the Correspondence.

5. Payment of the Bills

A tabulation of those bills to be paid is contained in the Member's folders.

6. Committee Reports

7. Tenant Organization Input

8. OLD BUSINESS

9. NEW BUSINESS:

A. At this time the Annual Election of Officers will take place

B. The firm of BCM Controls has submitted application for payment # 1 in the amount of \$52,874.72 for the installation of surveillance cameras at Cabot Manor (AMP 8-1). This payment is in accordance with the terms of the contract.

Motion to pay

C. The firm of BCM Controls has submitted application for payment # 1 in the amount of \$19,490.01 for the installation of surveillance cameras at Canterbury Arms Apartments (AMP8-3). This payment is in accordance with the terms of the contract.

Motion to pay

D. The firm of Hill Engineers, Architects, Planners Inc. has submitted invoice # 34982 in the amount of \$3,630.20 for architectural and engineering services for the bathroom remodeling at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Motion to pay

E. The Housing Authority is in receipt of Application for Final Payment (payment #4) from Adam Quenneville Roofing & Siding, Inc. the amount of \$4,993.75 (retainage) for the installation of hooded gutters at Cabot Manor Apartments (AMP 8-1). This payment is in accordance with the terms of the contract.

Motion to pay

F. The firm of Adam Quenneville Roofing & Siding, Inc. has submitted a Certificate of Final Completion for the installation of the hooded gutters at Cabot Manor Apartments (AMP 8-1).

Resolution required for approval

G. The Housing Authority is in receipt of an application for payment from Valley Opportunity Council for the After School Program for the months of January & February 2010 in the amount of \$12,551.51. This payment is in accordance with the terms of the contract.

Motion to pay

H. The Housing Authority is in receipt of change order # 1 for the Wall Construction Co. for the Cabot Manor (AMP 8-1) bathroom remodeling - Phase One in the amount of \$3,744.00. This change order is in accordance with the terms of the contract.

Resolution requested for approval

I. The Housing Authority is in receipt of an application for payment invoice # 1786-1 from Lindren & Sharples Inc. for the replacement of the generator at Canterbury Arms Apartment (AMP8-3) in the amount of \$3,510.00. This payment is in accordance with the terms of the contract.

Motion to pay

J. The Housing Authority is in receipt of application for payment #3 from JDL of Franklin County, Inc. for the door replacement at Memorial Apartments (AMP 8-2) in the amount of \$25,175.00. This payment is in accordance with the terms of the contract.

Motion to pay

K. The Housing Authority is in receipt of an application for payment #1 from Bergeron Electric Co. for the lighting in the common areas at Memorial Apartments (AMP8-2) in the amount of \$1,737.55. This payment is in accordance with the terms of the contract.

Motion to pay

L. The Housing Authority is in receipt of application for payment #1 from Kurtz, Inc. in the amount of \$7,214.35 for the balcony repairs at Birch Bark Place Apartments. This payment is in accordance with the terms of the contract.

Motion to pay

M. On April 6, 2010 a collection of proceeds from the laundry facilities at developments equipped with Laundromats was conducted by representatives of the CHA and the automatic washing machine company. A copy of the collection report is contained in the member's package.

Motion to approve

N. The staff has prepared the Five Year Plan for FY beginning July 1, 2010 in accordance with the U. S. Department of Housing & Urban Development regulations. All required public meetings were conducted and the plan has been updated and revised where necessary.

Resolution required for approval

O. The financial audit of the Authority has been prepared and completed by Barrett CPA PC for the year ending June 30, 2008 in accordance with the U.S. Department of Housing & Urban Development Single Audit Act. No major findings or corrections were found by the auditors.

Motion to approve

P. The financial audit of the Authority has been prepared and completed by Hurley, O'Neill & Company, P.C. for the year ending June 30, 2009 in accordance with the U.S. Department of Housing & Urban Development Single Audit Act. No major findings or corrections were found by the auditors.

Motion to approve

Q. (FYI) The staff will present the handicapped parking information to the Board for their information and review.

R. (FYI) HUD is requesting email contact information from each Board member so it can be entered on the Housing Authority contact page in the PIC system.

S. The Housing Authority has reached a settlement with P. Clancy & Sons regarding the termite extermination at Cabot Manor Apartments (AMP8-1). On the advice of legal counsel, the Housing Authority will sign an agreement and receive \$20,000 as financial settlement.

Motion to approve

T. An employee of the Authority, Esmeralda Vazquez has requested that she be granted maternity leave. Her anticipated departure will be in the month of May and she anticipates returning to her employment in August, 2010.

Motion to approve

U. The Executive Director will inform the Board of the recent terminations.

The next regular meeting of Chicopee Housing Authority will be held on May 12, 2010.